

Expression of Interest Inviting for

**“REGISTRATION OF MANPOWER PROVIDING AGENCIES FOR HRMS RESOURCES
IN BRPL”**

NIT NO: CMC/BR/21-22/RB/CR/SS/0969 Dated 10.12.2021

Due Date & Time for Submission of Tender: 30.12.2021, 15:45 HRS

BSES RAJDHANI POWER LIMITED,

BSES Bhawan, Nehru Place, New Delhi-110019

Corporate Identification Number:

U74899DL2001PLC111527

Telephone Number: 011-49207235

Website: www.bsedelhi.com

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SECTION I
INSTRUCTIONS TO BIDDERS

- 1.1 BSES Rajdhani Power Limited (hereinafter referred to as “BRPL”) is engaged in the business of Distribution of Electricity in 2 circles (West & South) covering 22 nos. divisions.
- 1.2 BSES Rajdhani Power Limited intends the following activities:
- a) Registration of new reputed and credible Agencies/companies engaged in the field of manpower providing services
 - b) Revalidation of existing manpower providing agencies
- 1.3 The bidder must qualify the requirements as specified in SECTION-II. The interested bidders are required to submit documents in support of the qualifying requirement.
- 1.4 Schedule & Tender details:

Cost of Tender form (Non-Refundable)	₹ 1180/-
Tender documents on sale	10.12.2021
Date & time of Submission of Tender	30.12.2021 till 15:45 HRS (For details ref Clause No.1.6 Offer Submission)
Date & time of opening of Tender	30.12.2021 at 16:00 HRS
Pre-Bid Meeting	20.12.2021, Pre Bid Meeting shall be through WebEx on 20.12.2021 at 03:00 PM for addressing all Queries related to this EOI on following link: https://bsesbrpl.webex.com/join/rakesh.bansal

The tender document can be obtained from address given below against submission of non-refundable demand draft of **Rs.1180/-** drawn in favour of BSES Rajdhani Power Ltd, payable at Delhi. The tender papers will be issued on all working days up to **30.12.2021, 01:00 PM**. The tender documents & detail terms and conditions can also be downloaded from the website “**www.bsesdelhi.com-Tenders-BSES Rajdhani Power Ltd.-Open Tenders**”.

In case tender papers are downloaded from the above website, then the bidder has to enclose a separate demand draft covering the cost of bid documents.

- 1.5 Offers will be received up to **30.12.2021, 03:45 PM** at the address given below. The bids shall be opened on **30.12.2021, 4.00 PM**. It is the sole responsibility of the bidder to ensure that the bid documents reach this office on or before the last date & time:

**Head of Department
Contracts & Material Deptt.
BSES Rajdhani Power Ltd
1st Floor, C Block
BSES Bhawan, Nehru Place
New Delhi – 110019**

The tender papers will be issued on all working days upto the date mentioned above. The tender documents & detail terms and conditions can also be downloaded from the website www.bsesselhi.com. In case tender papers are downloaded from the above website, then the bidder has to enclose a separate demand draft covering the cost of bid documents.

1.6 Offer Submission:

The bidders are required to submit the bid in **one original + one copy** to the following address

**Head of Department
Contracts & Material Deptt.
BSES Rajdhani Power Ltd
1st Floor, Tender Room, BSES Bhawan
Nehru Place
New Delhi-110019**

The bids shall be furnished in sealed envelopes super scribing **NIT No., DUE DATE OF SUBMISSION**. The same shall be submitted before the due date & time specified

- 1.7 BSES Rajdhani Power Limited reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at anytime prior to finalization of enlistment, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Company's action.
- 1.8 After bid evaluation, the list of qualified bidders will be posted on BSES website.
- 1.9 BRPL reserves the right to assess the capability and capacity of the company/firm independently in addition to the details/information furnished by the applicant. BRPL also reserves the right to accept/modify/relax any of the conditions while evaluation/assessment without assigning any reason thereof and to seek additional information, if required.
- 1.10 The Enlistment of new Agencies and Revalidation of existing Agencies shall remain valid for a period of 2 (Two) years from the date of expiry of previous registration/revalidation. BRPL shall only entitle him to be considered for issue of tender papers subject to the conditions laid

down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.

- 1.11 Short listing and grading of vendors would be carried out depending on various criteria including Technical competence, financial capability, workmanship including quality of work carried out in the past, resource capability, adherence to statutory requirements etc.
- 1.12 Incomplete applications and applications not accompanied with supporting documents are liable to be rejected.
- 1.13 BRPL reserves the right to ask for additional information/supporting documents as and when required.

1.14 TIME SCHEDULE

The bidders should complete the following within the dates specified as under:

S. No.	Steps	Comprising of	Due date
1	Pre-Bid Clarifications Meeting	<p>All Queries related to EOI shall be clarified through pre bid meeting. For this the bidder shall send their queries before 18.12.2021 at the following contacts:</p> <p>Technical queries: Mr. Girish Sharma (GM-HR) Mail id: girish.sharma@relianceada.com Contact No. 011-49209848</p> <p>Commercial queries: (a)Ms. Shilpa Suman (C&M) Mail shilpa.suman@relianceada.com Contact No: 011-49209878 (b)Mr. Amitava Nandi (C&M) Mail id: amitava.nandi@relianceada.com Contact No: 011-49209619</p>	<p>20.12.2021</p> <p>Pre Bid Meeting shall be through WebEx on 20.12.2021 at 03:00 PM for addressing all Queries related to EOI on following link:- https://bsesbrpl.webex.com/join/rakesh.bansal</p>
2	Submission of Bid	<p>Non-refundable demand draft for Rs. 1180/- In case the forms are downloaded from the website Documentary evidence in support of qualifying criteria Any other relevant document</p>	30.12.2021

SECTION – II
ELIGIBILITY & EVALUATION CRITERIA

(A) Qualification Criteria:-

The prospective bidder must qualify all of the following requirements to be eligible to participate in the bidding. Bidders who meet following requirements will be considered as successful bidder and management has a right to disqualify those bidders who do not meet these requirements.

(A.1) Technical Qualification Criteria:

(A.1.1) The bidder should have at least 3 years experience in providing manpower resources to Public Sector Companies/ Government Departments, utilities, registered companies etc. The bidder must be capable of handling unskilled, skilled, semi skilled, graduate manpower etc.

(A.1.2) Headcount of at least 700 employees, on payroll, of which at least 175 personnel should have been deployed against a single contract for a period of atleast one year. The bidder shall give declaration on its letter head regarding 700 employees on its pay roll along with PF Challans for the month of Sep'21 & Oct'21 as documentary proof.

(A.1.3) The Bidder should have P.F. / ESI Registration (Certificate to be enclosed) according to the Acts of Government / Labour Laws. A minimum of 300 Employees should be covered under P.F. /ESI (Proof should be enclosed).

(A.1.4) The bidder should be registered under Shops & Establishment Act for local office in Delhi NCR (Labour Dept.)The bidder to enclose certificate in this regard.

(A.1.5) Bidder should have an office in Delhi NCR. Bidder to submit details of such office on their letter head. The Head/ Incharge of this office should be competent enough to take all decisions related to the contract.

(A.1.6) For Existing vendors/ registered vendors of BRPL, evaluation will also include the contract performance in terms of HR issues, all statutory Compliance parameters and timely wages disbursement by Vendors. BRPL reserves the right to disqualify their bid based on the above performance parameters in spite of them meeting the above qualification criteria.

(A.1.7) Bidder should be Registered Entity in India on or earlier than 1st April 2015, i.e The bidder should be an Indian Registered Company under Companies Act 1956 / Proprietorship Company/Partnership Company. Copy of Certificate of Incorporation/Registration/Partnership Deed or any other relevant document, as applicable, should be submitted along with a copy of address proof.

(A.2) Commercial Qualification Criteria :

(A.2.1) Bidder must provide proof of having Cumulative Turnover of Rs. 45 Cr. for last three consecutive financial year (FY 18-19, 19-20, 20-21) subject to annual turnover in any of the last

three completed consecutive financial years i.e. FY 18-19, 19-20, 20-21 should not be less than Rs. 15 Cr. In case the audited balance sheet is not available with the bidder for 20-21, the bidder shall submit the audited balance sheet for FY 17-18 or turnover certified by the auditor of the firm for FY 20-21.

(A.2.2) Bidder must provide proof of having solvency of an amount equal to Rs. 1 Crores from any nationalized/ scheduled commercial bank.

(A.2.3) Bidder should have PAN No & GSTIN and necessary proof should be enclosed.

(A.2.4) Entities that have been debarred/blacklisted by any Private/central/state government institution including electricity boards in India will not be considered; in this regard a written statement has to be provided on bidder's letterhead along with other documents. Vendors/ Agencies who have been debarred/ blacklisted/ suspended by BRPL in last 3 financial years will not be considered in this tender.

(A.2.5) The bidder should submit an undertaking certified by their auditor for "No Litigation" / no legal case is pending with BRPL or its Group Companies. Bidders having any litigation/ legal case pending with BRPL shall not be considered qualified for this tender.

(A.2.6) The bidder should give an undertaking on their letterhead that all the documents/certificates/information submitted by them against the tender are genuine/true/correct and the copies of documents have been made from the original document/s. Further in case any of the documents/certificates/information submitted by the bidder is found to be false or forged, BRPL at its sole discretion shall be free to take all actions as permitted under law, including forfeiture of EMD and disqualification from participation in the future tenders for 1 year in BRPL & its group companies.

Please note that by participation in tender and submission of bid, the bidder authorize BRPL to verify the bidder's credentials like work order copies, performance certificates etc. submitted by the bidder from the respective issuing client. If required, BRPL may also direct the bidder to provide the required contact details of the client who can confirm the authenticity of the documents submitted to facilitate the verification process within the timelines provided by BRPL. That upon demand the bidder shall be providing such details to BRPL within timelines provided by BRPL. Further in case any of the documents/certificates/information submitted by the bidder is found to be false or forged or the default from the side of bidder in providing the details for verification, BRPL at its sole Discretion shall be free to take all actions as permitted under law, including forfeiture of EMD disqualification from participation in the future tenders for 1 year in BRPL & its group companies.

The bidder shall submit all necessary documentary evidence to establish that the bidder meets the above qualifying requirements.

Please Note:

- i) Firms who are debarred/ blacklisted in other utilities /BSES in India will not be considered.

- ii) Company reserves the right to carry out technical capability/ infrastructure assessment of the bidders by facility/office inspection or by any other means and company's decision shall be final in this regard.
- iii) No joint ventures/ consortiums are allowed.

Also, the Bidder shall furnish the following technical & financial documents along with the tender:

- ✓ Last Financial Years (FY 17-18, 18-19, FY 19-20 & FY 20-21) audited financial statement
- ✓ Bidder to submit UDIN based CA Certificate showing NIL dues towards Statutory Liabilities, including GST, Taxation, PF, ESI, or any other dues Statutory in nature for the period upto 30.09.2021, herein collectively called as "Statutory dues" and there is no liability over the bidder relating to deposition of such statutory dues.
- ✓ Details of constitution of the company (Proprietary/ Limited. Along with details)
- ✓ Memorandum & Articles of Association of the Company
- ✓ Organization Chart of the company
- ✓ Experience details with credentials
- ✓ No of Employees detail
- ✓ Premises Detail and addresses across India
- ✓ Work order copies along with performance certificates in support of relevant experience

BSES reserves the right to disqualify any bidder in spite of the bidders meeting the above Qualifying requirements. The decision of BRPL shall be final & binding on the bidder.

B) EVALUATION CRITERIA

After receipt of bids, evaluation shall be carried out based on documents submitted by the bidders in support of QR mentioned above.

SECTION-III
REGISTRATION/REVALIDATION FORM

APPLIED FOR REGISTRATION (New Vendors)/ REVALIDATION APPLIED FOR (Existing Vendors):

1. GENERAL INFORMATION		
A. NAME OF COMPANY		
POSTAL ADDRESS		
COUNTRY		
CONTACT PERSON & DESIGNATION	NAME	DESIGNATION

TELEPHONE		FAX		E-MAIL	
Constitution of Firm:	Proprietary	Partnership	Private Limited	Public Limited	
Private Owners		[] Union		[] Non-Union	
B What portion (%) of your work is for?					
Government Agencies			Private Owners		
C. Number of Employees (All Facilities): Engineer : _____					
Diploma/Supervisory: _____					
Skilled : _____ Unskilled : _____					
Other _____					
D. Name of Proprietors/Directors/Partners :					
1.					
2.					
3.					
E. Organization Structure : Enclosed [] YES [] NO					
F. Application type [] First Time [] Renewal					
G. Is your organization involved in litigation currently : [] YES [] NO					
H. Address of Registered Office	1. Address 1	2. Address 2	3. Address 3		
I. In case of existing VENDOR, indicate VENDOR Code :					
2. FINANCIAL INFORMATION (This Section Must Be Completed For Consideration)					
A. Company Registration No : _____ (Memorandum and Article of association enclosed)					

In Business Since (Year of establishment): _____				
B. Annual Turnover Details				
Financial Year	Annual Turnover (In ₹ Lakhs)	CA copy (YES/NO)	Certified Attached (YES/NO)	Balance Sheet enclosed (YES/NO)
FY 2020-2021				
FY 2019-2020				
FY 2018-2019				
FY 2017-2018				
C. Banker(s) : i) Branch/Address :				
ii) Branch/Address :				
D. Can You Furnish a Performance Bond? <input type="checkbox"/> YES <input type="checkbox"/> No				
If Yes, Indicate Limits <input type="checkbox"/> upto ₹ 250,000 <input type="checkbox"/> upto ₹ 500,000 <input type="checkbox"/> upto ₹ 1,000,000 <input type="checkbox"/> upto ₹ 25,000,000 <input type="checkbox"/> Above ₹ 25,00,000				
E. Solvency Certificate from Bankers				
: Enclosed <input type="checkbox"/> YES <input type="checkbox"/> No				
PAN NO :		GST No:		
P.F. Registration no:		E.S.I. Registration no:		
3. LIST OF KEY PERSONNEL (as applicable)				
A. General Manager		B. Project Manager		
C.		D.		

E.			F.		
4. PAST EXPERIENCE DURING LAST 3 YEARS					
Customer	Order No & Date	Nature of Engagement & Period	Order Value in (in Rs. Lakhs)	No. of Manpower Deployed	Work order Copy & Performance Certificate Enclosed (YES/NO)
5. Projects IN HAND/IN PROGRESS					
Customer	Order No & Date	Nature of Engagement & Period	Order Value (in Rs. Lakhs)	No. of Manpower Deployed	Work Order Copy & Performance Certificate Enclosed (YES/NO)

Enclosures:

[Please put a tick (☐) mark, if the relevant document (s) are enclosed]

- a) PF Code No (All employees to have PF A/c No. under PF every Act, 1952)
- b) ESI Registration No. (All employees to have a temporary or permanent ESI Card as per ESI Act)
- c) PAN No.
- d) GSTIN Registration No.
- e) LABOUR LICENSE No. issued under Contract Labour Act (R & A) 1970 (applicable for working vendors)
- f) Audited Balance Sheet and Profit & Loss A/C for the last 3 years.
- g) Copy of blank Cheque leaf duly cancelled.
- h) Solvency Certificate/ Bank Credit Limit issued from the Bank in current Financial Year.
- i) Last Financial Years (FY 17-18, 18-19, FY 19-20 & FY 20-21)) audited financial statement.
- j) PF annual return copy
- k) ESI half yearly returns copy
- l) Power of Attorney attested by Notary Public
- m) Work completion certificate issued by Vendor's client
- n) Work Order copies and Performance Certificate in support of work experience
- o) Brief bio-data of all Key Personnels

Note: If Vendor wants to share more Information, enclose separately.

Also, the Vendor must follow:

- a. Workman compensation & Third party Insurance Policy before start of work
- b. To follow Minimum Wages Act prevailing in the state
- c. Salary/ Wages must be distributed not later than 7th of each month.
- d. To maintain Wages- cum – Attendance Register.
- e. GPA /Covid Policy as per BRPL guidelines

Note: BSES Rajdhani Power Limited reserves the right to reject this Enlistment at any stage without assigning any reason.

DECLARATION BY VENDOR

I hereby confirm that:

- i) No Employee or direct relation of any employee of BSES Rajdhani Power Limited is in any way connected as Employee /Consultant / Advisor / Director / Partner etc. with the Vendor.
- ii) If any Employee or direct relation of any employee of BSES Rajdhani Power Limited is in any way connected as Employee / Consultant / Advisor / Director / Partner etc. with the Vendors we will submit the BSES Rajdhani Power Limited Employee Name, Employee Code to Contracts Division for further approval.



Name of Employee (in BSES RAJDHANI POWER LIMITED):

Employee Code:

- iii) I declare that the information furnished above is correct to the best of my Knowledge.
- iv) I undertake to inform you at the earliest any change in details mentioned above.

(Signature of Proprietor/Partner/Chief Executive)
Name (in Capital Letter)

Place:

Date:

_____Stamp of Company_____